

SENIOR PROCUREMENT SPECIALIST

DEFINITION

To perform complex and technical procurement functions; to purchase high dollar value commodities and contracts for the city; and to act as lead in the purchase of supplies, equipment, and services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Develop and review bid specifications; solicit formal bids; compare, analyze and tabulate bids to secure lowest, best bids; assist in the selection of vendors; review quotations, evaluate responses and award to bidder; prepare and issue purchase orders.

Research new products and identify potential vendors; interview sales personnel regarding products and services; approve vendors and resolve award protests.

Maintain cooperative contracts and act as liaison with other public agencies.

Review and assign purchase requests and bids to staff.

Assist citywide staff with proper purchasing procedures, vendor sourcing, specification development, bid evaluation, and placing orders; provide timely follow-up assistance to citywide staff.

Maintain appropriate, concise, and accurate transaction records.

Assist Central Stores staff in ordering stock and supplies; schedules delivery dates and follow-up on delayed deliveries.

Stay current with purchasing trends through attendance at trade shows, conferences, and seminars; analyzes market trends and adjusts buying practices accordingly.

Exercise discretion in dealing with confidential matters and performs with a great deal of autonomy.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods, practices and terminology used in purchasing.

Pertinent rules, laws and policy regarding purchasing methods.

Cost estimating and cost analysis.

Modern office practices, methods, procedures and computer equipment.

Principles and practices of leadership, motivation, team building and conflict resolution.

English usage, spelling, grammar and punctuation.

#### Ability to:

Purchase high dollar value commodities and contracts; work effectively with vendors.

Interpret market prices and trends.

Make comparative arithmetic calculations.

Prepare clear and concise specifications and reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey level experience encompassing a wide variety of purchasing activities. Preferably in a public agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, accounting, finance, marketing, economics or a related field.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write and/or use keyboard to communicate through written means; occasionally run errands; may lift light weight.

10/2/01